1. Trained newly hired employees to provide information regarding processes, procedures and deadlines.
2. Made recommendations after completing prospects' loan analysis.
3. Analyzed financial statements and tax returns to complete underwriting process.
4. Lead team charged with consumer lending compliance and risk evaluation.
5. Oversaw entire loan process to provide each client received exceptional service.
6. Conducted weekly one-on-one meetings with employees to provide performance evaluations, resolve issues and answer questions.
7. Approved and underwrote consumer loans for lines of credit and home equity.
8. Promptly prepared and submitted accurate paperwork to accounting office for processing to state and lending institutions within allotted time.
9. Advised clients of financial services that could prove to be beneficial.
10. Supervised team of [Number] [Job Title]s, promoting positive environment and instilling model of hard work and dedication.
11. Recruited, interviewed and hired new employees bringing value to lending department.
12. Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.
13. Cultivated relationships with automotive dealerships by making sales calls.
14. Created strategies to develop and expand existing customer sales, which resulted in [Number]% increase in annual sales.
15. Developed prospects for new loans by conducting [Number] cold calls weekly.
16. Recommended loan approvals and denials based on customer loan application reviews.
17. Reviewed and edited loan agreements to promote efficiency and accuracy.
18. Originated, reviewed, processed, closed and administered customer loan proposals.
19. Successfully closed average of [Number] loans per month.
20. Developed and maintained relationships with local real estate agents.
21. Assisted senior-level credit officers with complex loan applications.
22. Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.